

DATE

CLIENT NAME

CLIENT ADDRESS

PROPOSAL TO MANAGE AND ORGANIZE _____

Greetings!

Thank you for considering _____ to organize and manage the _____ at _____. We are excited to assist you in creating a fun, elegant, and memorable celebration for the bride-to-be and her guests.

This proposal outlines the scope of services, event management process, timeline, and an estimated budget. We are committed to ensuring every detail aligns with your vision from conceptualization to execution. We also prepare a package that will suit your needs and budget.

We will handle every aspect of the event to ensure it runs smoothly and exceeds expectations.

Below are the details of the services we will provide:

1. Event Planning & Coordination
2. Venue Management & Set up
3. Catering and Refreshments
4. Entertainment and Activities
5. Photography and Videography
6. Event Staffin

Please let me know if you would like to schedule a meeting to discuss this proposal in more detail. I look forward to the opportunity to organize this special occasion and contribute to its success.

Thank you for considering my proposal. I look forward to your response.

Sincerely,

NAME

POSITION